



AMBERHAWK

**DATES, COSTS AND  
LOCATIONS  
FOR 2017**

**(PUBLIC COURSES IN DATA  
PROTECTION, FREEDOM OF  
INFORMATION AND INFORMATION  
SECURITY MANAGEMENT)**

**INCLUDES COURSES LEADING TO FOUNDATION  
AND PRACTITIONER CERTIFICATES FROM BCS  
(formerly ISEB)**

FROM AMBERHAWK TRAINING LIMITED

(Published September 2017)

# DATES, COSTS AND LOCATION OF PUBLIC COURSES IN DATA PROTECTION, INFORMATION SECURITY MANAGEMENT AND FOI (2017)

## COMMENTS:

1. This brochure contains details of courses, including those leading to a BCS qualification, in:
  - **PART 1: Data Protection FOUNDATION** (course dates and costs; page 3)
  - **PART 2: Data Protection PRACTITIONER** (course dates and costs; pages 4 to 6)
  - **PART 3: Freedom of Information PRACTITIONER** (course dates&costs; pages 7 to 9)
  - **PART 4: Information Security Management Principles**(course dates&costs; page 10)
  - and the skills of **your tutors** (pages 11 to 13).
2. The course content is fully described in a separate course brochure (e.g. **DP, FOI**). These details are linked to buttons on the **Amberhawk** Home Page. We also have a range of day courses covering **DP Audit, Privacy Impact Assessments, UPDATE** and the **General Data Protection Regulation (GDPR)** which are described on the **Amberhawk** website.
3. Each day of a course has a course code (e.g. **D1, FN2**) and a course title (e.g. “**Introduction to data protection**”). Course codes **Q1, Q2, V1** or **V2** are a shorthand for courses that cover the BCS syllabus leading to the DP or FOI **Practitioner** qualification.
4. Courses **Q2** and **V2** are **intensive PRACTITIONER courses**; they may not be suitable for those new to the subject. If you are not sure which course is suitable, look at the FAQs or use **contact us** facility of the website.
5. **The following two bullets are important if you are seeking a qualification:**
  - Attendance at **all** courses **D1-D7** or **DN1-DN5** covers **the training element of the 42hr** BCS syllabus in data protection; similarly attendance at **all F1-F7** or **FN1-FN5** covers the BCS syllabus in FOI.
  - You **also** need to book the relevant the exam package **QE** (Data Protection) or **VE** (FOI), as this prepares delegates for the exam.
6. The site offers both an automated booking system and a booking form that can be completed offline. We offer discounts on multiple bookings and for members of the **Data Protection Forum** or **NADPO**. Charities, Housing associations and hospices etc booking an BCS course should be aware of the **Shelagh Gaskill Bursary** which provides for up to £600 discount (details on web-site)
7. If you would like to discuss your requirements, do not hesitate to contact us at **info@amberhawk.com** or use the **contact us** facility of the website.



## PART 1: BCS DATA PROTECTION FOUNDATION CERTIFICATE COURSE

The **Foundation Course** lasts three days with the examination at the end of the course (between 4.00pm and 5.30pm on the final day).

**Please Note.** The **Foundation Course** is suitable for those who need to know sufficient about the main data protection requirements for their work function (e.g. a person responsible for data protection from a SME; staff who help the data protection officer in their work; managers in HR, marketing or CCTV systems or those involved with data sharing; security managers who need to know some data protection essentials).

In our view the **Foundation Course** is **not appropriate** for training a data protection officer from a large organisation as the Foundation syllabus does not cover the complete spectrum of data protection issues that larger organisations will face. Such data protection officers should consider courses leading to the **Practitioner Certificate**; these courses involve more days training (**not** three).

If you are unsure whether the **Foundation Course** or the **Practitioner Course** suites your needs please use the [contact us](#) facility on the **Amberhawk** website.

### Fees per delegate

COURSE CODE	COURSE TITLE	DURATION	COST (EX VAT)
Course <b>Q3</b>	<b>Data Protection Foundation</b>	3 days, 9.45am – 5.15pm	<b>£1080</b> (including 10% discount on training)
Course <b>Q3E</b>	<b>BCS Foundation Exam</b>	3 <sup>rd</sup> day exam is from 4.15pm-5.30 pm	<b>BCS exam fee = £145</b>
<b>TOTAL COST</b>	<b>£1,225 plus VAT</b>		

### Dates of the Data Protection Foundation Courses 2017

TIMING OF COURSE	3 DAY DURATION	LOCATION
<b>Winter</b>	10, 11 & 12 January	<b>LONDON</b>
<b>Spring</b>	7, 8, 9 March	<b>LONDON</b>
<b>Summer</b>	4, 5, 6 July	<b>LONDON</b>
<b>Autumn</b>	3, 4, & 5 October	<b>EDINBURGH</b>

## PART 2: DATA PROTECTION PRACTITIONER COURSES

### COURSE CODES, TITLES AND COSTS

COURSE CODE	DAY COURSE TITLE
Course <b>D1</b>	Introduction to Data Protection
Course <b>D2</b>	Understanding the Data Protection Principles
Course <b>D3</b>	Law, Security and ISO27001
Course <b>D4</b>	Rights and exemptions
Course <b>D5</b>	Sectoral approach to Data Protection
Course <b>D6</b>	Notification/Registration
Course <b>D7</b>	Data Protection Interface
Courses <b>DN1-DN5</b>	Days 1 to 5 of the Intensive BCS DP course
Mock <b>M</b>	Date of DP Mock Exam
Tutorial <b>T</b>	Debrief of Mock Exam; all day exam preparation
Exam <b>E</b>	Date of BCS Exam

### Costs and duration of DP COURSES (BCS Practitioner qualification)

COURSE CODE	COURSE TITLE	DURATION	COST (EX VAT)
Course <b>Q1</b>	<b>Standard Data Protection:</b> 7 days training ( <b>D1, D2, D3, D4, D5, D6 &amp; D7</b> )	7 days, 10am – 5pm	<b>£2,240</b> (including 20% discount on training)
Course <b>Q2</b>	<b>Intensive Data Protection:</b> 5 days training ( <b>DN1, DN2, DN3, DN4 &amp; DN5</b> )	5 days, 9.45am – 5.15pm	<b>£1,600</b> (including 20% discount on training)
Course <b>QE</b>	Exam support package ( <b>M, T</b> and <b>E</b> )	3 days, times vary, see table above	<b>£495 + £175 BCS exam fee = £670</b>
<b>TOTAL COST</b> <i>(including £175 BCS exam fee)</i>	<b>Standard DP course (Q1) plus exam package (QE) = £2,240 + £670 = £2,910</b> <b>Intensive DP course (Q2) plus exam package (QE) = £1,600 + £670 = £2,270</b>		

**Note:** Delegates seeking the BCS qualification need to book a set of training courses (**Q1** or **Q2**) and the examination package (**QE**); the exam fee of £175 is passed to BCS

### Cost SINGLE DATA PROTECTION COURSE and exam fees

COURSE CODE	DURATION	COST (EX VAT)
Courses <b>D1</b> to <b>D7</b> , or <b>DN1</b> to <b>DN5</b>	10am - 5pm	<b>£400</b> per delegate day
1. Mock Exam <b>M</b>	1. 12.30pm – 4.45pm	1. £175
2. Tutorial <b>T</b>	2. All day (10am-5pm)	2. £320
3. BCS Exam <b>E</b>	3. 12.15pm – 4.15pm	3. £175

**Note:** There are discounts (next page) if booking more than one data protection course



## A. DATES AND LOCATION OF DP COURSES

Delegates seeking the **BCS Data Protection Practitioner** qualification **must** attend the dates associated with the DP examination (i.e. Mock, Tutorial and BCS exam) **and** either:

1. our **standard** training DP course **Q1** (ALL day courses **D1** to **D7**) or
2. our **intensive** training DP course **Q2** (ALL day courses **DN1** to **DN5**).

### Dates of day Data Protection Courses in London 2017

<b>D1</b>	17 January	11 July
<b>D2</b>	18 January	12 July
<b>D3</b>	24 January	6 September*
<b>D4</b>	25 January	18 July
<b>D5</b>	7 February	7 September*
<b>D6</b>	8 February	19 July*
<b>D7</b>	21 February	19 September
<b>Mock</b>	15 March	9 October
<b>DTutorial</b>	22 March	17 October
<b>Exam</b>	7 April	3 November

**Note:** All the above dates (**D1 to Exam**) are required for course **Q1**  
*\*Because of the Summer break in August we rearrange the order of the courses to allow a recap of the earlier material*

### Dates & location of Intensive Data Protection courses in 2017

Code	London	Edinburgh	Leeds	London
<b>DN1</b>	28 March	8 May	6 June	13 Nov
<b>DN2</b>	29 March	9 May	7 June	14 Nov
<b>DN3</b>	30 March	10 May	8 June	15 Nov
<b>DN4</b>	4 April	11 May	14 June	16 Nov
<b>DN5</b>	5 April	12 May	15 June	17 Nov
<b>Mock</b>	24 April	5 June	30 June	4 Dec
<b>DTutorial</b>	27 April	12 June	6 July	8 Dec
<b>Exam</b>	19 May	23 June	20 July	15 Dec.

**Note:** All the above dates (**DN1 to Exam**) are required for course **Q2**

## B. DISCOUNTS FOR DATA PROTECTION

### Discounts for multiple course bookings in data protection

The amount of discount depends on the number of full delegate days of training booked. A booking of two delegate days of training attracts a 5% discount (e.g. 2x£350 = £700; minus 5% discount = £665 for two days training); three days 10%, four delegate days 15% and more than four days, a 20% discount (the maximum discount). Discounts only apply to the training element of our courses; there is no discount on **QE**.

The **Practitioner** courses **Q1** and **Q2** (5 or more days of training) attract the maximum 20% discount and this discount appears in the price of the training quoted on the previous page; the **Foundation** course **Q3** (3 days of training) attracts a 10% discount.

**Note:** Charities, Housing associations and hospices etc booking an BCS course should be aware of the **Shelagh Gaskill Bursary** which provides for up to £600 discount (details on web-site) for the **Practitioner** courses. Please contact us if you think you qualify for this discount.

### Discounts for NADPO or Data Protection Forum members (BCS only)

There is a **£150** discount if your organization is a member of the groups identified below **and** you book an BCS data protection course leading to the **PRACTITIONER** qualification



*Our automated booking system will take into account the above discounts*

## C. CONTACT FOR DP INVOICING QUERIES

Amberhawk Training Limited:  
c/o Whitesides  
Lister House  
Lister Hill  
Horsforth  
Leeds LS18 5AZ  
Tel: **0845 680 2623** Fax: **0113 258 0845**

Company Registration Number: **06566273**  
VAT No: **935 4776 87**  
Accounts Department phone number: **0113 258 2437**  
Email: [accounts@amberhawk.com](mailto:accounts@amberhawk.com)  
General email: [info@amberhawk.com](mailto:info@amberhawk.com)



## PART 3: FREEDOM OF INFORMATION

### A. COURSE CODES, TITLES AND COSTS

COURSE CODE	COURSE TITLE
Course <b>F1</b>	Introduction to Access to Information and the FOI Act
Course <b>F2</b>	Requests, Costs and introduction to exemptions
Course <b>F3</b>	The FOI Exemptions in Practice
Course <b>F4</b>	Freedom of Information and Data Protection
Course <b>F5</b>	Access to environmental information
Course <b>F6</b>	Refusals, reviews and enforcement
Course <b>F7</b>	Records Management; Publication Schemes; PSI, some exam prep
Mock <b>M</b>	Date of FOI Mock Exam (1.00pm-4.30pm)
Tutorial <b>T</b>	Debrief of Mock Exam; all day exam preparation
Exam <b>E</b>	Date of BCS Exam (1.00pm-4.30pm)

#### Costs and duration of FOI COMBINATION courses (BCS qualification).

COURSE CODE	COURSE TITLE	DURATION	COST (EX VAT)
Course <b>V1</b>	Standard FOI course ( <b>F1, F2, F3, F4, F5, F6 &amp; F7</b> )	7 days, 10am – 5pm	<b>£2,240</b> (including 20% discount on training)
Course <b>V2</b>	Intensive FOI ( <b>FN1, FN2, FN3, FN4 &amp; FN5</b> )	5 days, 10am - 5pm	<b>£1,600</b> (including 20% discount on training)
Course <b>VE</b>	ISEB exam support package ( <b>M, T and E</b> )	3 days, varies, see previous table	<b>£495 + £175 BCS exam fee = £670</b>
<b>TOTAL COST</b> <i>(including £175 BCS exam fee)</i>	<b>Standard FOI course (V1) plus exam package (VE) = £2,240 + £670 = £2,910</b> <b>Intensive FOI course (V2) plus exam package (VE) = £1,600 + £670 = £2,270</b>		

**Note:** Delegates seeking the ISEB qualification need to book a set of training courses (**V1** or **V2**) **and** the examination package (**VE**); the exam fee of £165 is passed to BCS.

#### Cost and duration of one day long FOI course and exam fees.

COURSE CODE	DURATION	COST (EX VAT)
Courses <b>F1</b> to <b>F7</b> , or <b>FN1</b> to <b>FN5</b>	1 day, 10am - 5pm	<b>£400</b> per delegate day
1. Mock Exam <b>M</b>	1. 12.30pm – 4.45pm	1. £175
2. Tutorial <b>T</b>	2. All day (10am-5pm)	2. £320
3. BCS Exam <b>E</b>	3. 12.15pm – 4.15pm	3. £175

**Note:** There are discounts (next page) if booking more than one day long course

## B. DATES & LOCATION OF FOI COURSES

Delegates seeking the Freedom of Information qualification **must** attend the dates associated with the FOI examination (i.e. Mock, Tutorial and BCS exam) **and** either

1. attend our standard training FOI course **V1** (courses **F1** to **F7**)  
or
2. attend our intensive training FOI course **V2** (courses **FN1** to **FN5**).

### Dates and location of intensive FOI courses leading to BCS qualification

Course Code	London
<b>FN1</b>	10 October
<b>FN2</b>	11 October
<b>FN3</b>	12 October
<b>FN4</b>	17 October
<b>FN5</b>	18 October
<b>Mock</b>	6 November
<b>F Tutorial</b>	13 November
<b>Exam</b>	21 November

**Note:** All the above dates (**FN1-Exam**) are required for course **V2**

### Dates and location of standard FOI courses leading to BCS qualification

**Please contact us for dates**



## C. DISCOUNTS FOR FOI

### Discounts for multiple course bookings in Freedom of Information

The amount of discount depends on the number of full delegate days of training booked. A booking of two delegate days of training attracts a 5% discount (e.g. 2x£350 = £700; minus 5% discount = £665 for two days training); three days 10%, four delegate days 15% and more than four days, a 20% discount (the maximum discount). Discounts only apply to the training element of the courses; there is no discount on **VE**.

The combination courses **V1** and **V2** (both more than 5 days of training) attract the maximum 20% discount and this discount appears in the price of the training quoted on the previous page.

**Note:** Charities, Housing associations and hospices etc booking an BCS course should be aware of the **Shelagh Gaskill Bursary** which provides for up to £600 discount (details on web-site). Please contact us if you think you qualify for this discount.

### Discounts for NADPO or Data Protection Forum members (BCS only)

**There is a £150 discount** if your organization is a member of the groups identified below and you book an BCS FOI course.



*Our automated booking system will take into account **all** the above discounts*

## D CONTACT FOR FOI INVOICING QUERIES

Amberhawk Training Limited:  
c/o Whitesides  
Lister House  
Lister Hill  
Horsforth  
Leeds LS18 5AZ  
Tel: **0845 680 2623** Fax: **0113 258 0845**

Company Registration Number: **06566273**  
VAT No: **935 4776 87**  
Accounts Department phone number: **0113 258 2437**  
Email: [accounts@amberhawk.com](mailto:accounts@amberhawk.com)  
General email: [info@amberhawk.com](mailto:info@amberhawk.com)

## PART 4: INFORMATION SECURITY MANAGEMENT

We are accredited to deliver the course leading to the BCS Certificate in Information Security Management Principles (CISMP).

**This course is held twice a year in LONDON only.** If you want the finalised dates of the course not identified here, or an on-site course then please email [info@amberhawk.com](mailto:info@amberhawk.com).

The cost is **£1,905 plus VAT** per delegate (includes the £145 examination fee which is collected on behalf of BCS).

### Dates of Information Security Management Principles Course (London).

<b>ISM1</b>	<b>27 November</b>	Legal Drivers with respect to security
<b>ISM2</b>	<b>28 November</b>	Risk, Incident Reporting and Business Continuity Management
<b>ISM3</b>	<b>29 November</b>	Management, Employee Responsibilities and Training
<b>ISM4</b>	<b>30 November</b>	Controls (Physical, Access Control, Software production etc)
<b>ISM5</b>	<b>1 December</b>	All about Networks (Malware, Cloud, Cryptography)
<b>Mock</b>	<i>Mock exams done (50 questions per course) in the delegates own time as revision aid. A set of test questions are done on the day of the exam as "warm up" before the actual exam.</i>	
<b>Exam</b>	<b>11 December</b>	Exam late afternoon (2.30-4.30)

## D. CONTACT FOR CISMP INVOICING QUERIES

Amberhawk Training Limited:  
c/o Whitesides  
Lister House  
Lister Hill  
Horsforth  
Leeds LS18 5AZ  
Tel: **0845 680 2623** Fax: **0113 258 0845**

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Accounts Department phone number: **0113 258 2437**  
Email: [accounts@amberhawk.com](mailto:accounts@amberhawk.com)  
General email: [info@amberhawk.com](mailto:info@amberhawk.com)

## YOUR EXPERT TUTORS



### Dr Chris Pounder

**Director**

**T:** 0845 680 2623

**M:** 07735 365 585

**E:** [chris.pounder@amberhawk.com](mailto:chris.pounder@amberhawk.com)

Dr. Chris Pounder has been a Director in Amberhawk Training Limited since the company was founded in 2008. The company specialises in training staff who are responsible for data protection, Freedom of Information, information security and other aspects of Information Law.

Most of Amberhawk's delegates use the company to obtain the BCS qualification in these fields. As well as being involved in consultancy and training work, Chris also writes the "*Hawktalk*" blog which covers topical privacy related subjects. He is also an Amberhawk Associate.

In 2012, Chris was appointed to two Government Advisory Committees. He is a member of the Identity Assurance, Privacy and Consumer Advisory Group (advising the Cabinet Office on "privacy friendly" use of identity assurance techniques) and the Data Protection Advisory Panel (advising the Ministry of Justice on its approach to the EU's Data Protection Regulation and Directive in the field of law enforcement).

Chris's career in data protection dates back to 1978 and is well documented (e.g. on Google). He has spoken at numerous conferences on data protection and related matters and also writes the occasional freelance article for the IT-related Press and the academic journals in the field of security and data protection. He has also given oral and written evidence before various Parliamentary Select Committees where issues of privacy, data protection and security have arisen (e.g. ID Cards, Surveillance, Computer Misuse Act, data retention policies, supervision of the national security agencies). He was also asked to give a presentation to European MEPs when the European Parliament was discussing the proposed Data Protection Regulation.

Prior to Amberhawk, Chris joined Masons Solicitors in July 1999 as part of its growing Data Protection and Privacy Team; Masons merged with Pinsents to form PinsentMasons in 2006. He is mentioned by name in Chambers 500, where the latter recognised PinsentMasons' Data Protection team as being in the "First Tier". Prior to that, Chris held the Data Protection Officer post at Cap Gemini and the Greater London Council where he advised MPs on the Data Protection Act 1984.

Chris's Ph. D. is in computational quantum chemistry. This required Chris to programme computers in a number of languages as well as dealing with complex mathematical and technical issues at the supervisor/ assembler level.

## EDUCATION

DATE	QUALIFICATION	AWARDING BODY
1970	First class degree – Chemistry	University of Newcastle-upon-Tyne
1975	PhD Quantum Chemistry	University of Newcastle-upon-Tyne
2001	ISEB Certificate in Data Protection	ISEB (now BCS)
2005	ISEB Certificate in Freedom of Information	ISEB(now BCS)
2006	ISEB Certificate in IT Law Essentials	ISEB(now BCS)
2007	City & Guilds Level 4 Certificate in Further Education Teaching, Stage 1	Manchester Polytechnic
2011	ISEB Certificate in Information Security Management Principles	ISEB(now BCS)

## Career in data protection

- 1983-1987. Data Protection Manager at the GLC and London Residuary Body
- 1988-1999. Data Protection Consultant at Hoskyns and then Cap Gemini
- 1999-2008. Data Protection Consultant at Masons Solicitors & Pinsent Masons LLP
- 2008- now. Director of Amberhawk Training Limited.



## Sue Cullen

**Director**

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**M:** +44 07788 123 771

**E:** sue.cullen@amberhawk.com

Sue Cullen is a solicitor and co-founder and director of Amberhawk Training Limited.

Founded in 2008, Amberhawk is dedicated to training individuals responsible for compliance in data protection, freedom of Information, information security and other aspects of information law. Most of those trained on Amberhawk's public accredited courses achieve the relevant BCS qualifications, and Sue is accredited by BCS as a trainer for their certificates in data protection and freedom of information.

Sue specialises in data protection and freedom of information law and has contributed the chapter on Freedom of Information and Personal Data in the fourth edition of the leading text "Data Protection Law and Practice" by Rosemary Jay. She is also a member of the Editorial Board of the Encyclopaedia of Data Protection. She designs and delivers

public training courses and customised training for clients on site, and also speaks and writes on information law topics.

She joined Masons Solicitors in April 2001, recruited by Shelagh Gaskill to work with Chris Pounder in the Data Protection and Privacy team based in both the London and Leeds offices. She specialised in information law, particularly data protection and freedom of information, and also human rights, the Regulation of Investigatory Powers Act, and Re-use of Public Sector Information. She was with Chris Pounder one of the specialist trainers in Pinsent Masons' legal training business, and Course Director for the Certificate in Freedom of Information. Sue is also an Amberhawk Associate.

Sue also advised clients on privacy, data protection, human rights, and related information law issues. She was Pinsent Masons' data protection officer, providing internal advice on compliance, and delivering training, to the firm. She was a member of the European Privacy Officers Network, contributing to meetings with other privacy specialists working in industry and with European Privacy Commissioners and their staff in other European jurisdictions. She wrote case reports for the Encyclopaedia of Data Protection, and contributed a chapter to the Law Society's Data Protection Handbook, edited by Peter Carey.

Before joining Pinsent Masons, Sue was a commercial property lawyer working in private practice in London and Leeds, where she carried out transactional work in commercial leasing and property development. She also worked as a property support lawyer specialising in drafting precedent documents and developing legal knowhow and training. She was a founder member of the London Property Support Lawyers Group, and co-writer of the Standard Commercial Property Enquiries published by PLC, as well as author of articles and texts on technical aspects of commercial property law.

### **Education**

July 1972: BA (Hons) Philosophy/Politics University of Lancaster

### **Qualifications**

November 1977: Admitted as a Solicitor, Law Society of England and Wales

January 2002: ISEB Certificate in Data Protection (now BCS)

January 2005: ISEB Certificate in Freedom of Information (now BCS)

April 2006: ISEB Certificate in IT Law Essentials (now BCS)

February 2007: City & Guilds Level 4 Certificate in Further Education Teaching, Stage 1

### **Career**

1978-1980: Herbert Smith

1980-1984: Booth & Co

1984-1989: Dibb Lupton

1989-1990: Simpson Curtis

1991-1993: Dibb Lupton Broomhead

1993-1999: Eversheds

1999-2000: Garretts/ Andersen Legal

2001-2008: Pinsent Masons

August 2008 - present: Amberhawk Training Limited